

**This example job spec/advert was compiled using the key Financial Controller responsibilities and skills we see most often requested/listed on the Juggle platform.*

Financial Controller

Schedule (part-time/full-time with flex etc)

Salary (full time equivalent)

(Length of contract if necessary)

Location city

We are looking for an ACCA/CIMA qualified accountant with a commercial outlook and strong analytical/reporting skills to join [rough size and type of your business, plus where the role is located ie: 100 person Legal-Tech business based in Shoreditch].

Reporting into the [person this role reports into], the Financial Controller will oversee the day-to-day and month-to-month finances of the business; managing regular finance and bookkeeping tasks and making sure they are as smooth and efficient as possible. Additionally the Financial Controller will create regular in-depth financial reports for analysis, helping senior management to make decisions about the long-term goals and direction of the business.

Responsibilities

- Oversee the day-to-day finances of the business including financial planning, budgeting and control.
- Manage and improve regular finance/bookkeeping tasks such as cash flow management and invoicing.
- Produce in-depth month end cash, P+L and investor reports.
- Create insightful financial reports, analysis and commentary, helping to advise at board level.
- Review and authorise quarterly VAT returns

Background and skills

- You are an ACCA/CIMA qualified accountant with a commercial outlook and analytical mindset.
- You have got a thorough knowledge of accounting principles and procedures, with hands-on experience of bookkeeping through to financial modelling.

- You've got exceptionally strong MS Excel skills.
- Knowledge/working experience of Xero would be very helpful, but strong candidates without it will still be considered.

Schedule, salary and benefits

[Include as much detail as you can on the flexible working arrangements/the flexible culture of the firm - especially if the stated hours are subject to negotiation - and as much as you can about salary, stock options and benefits. The way you talk about these is a strong indicator of the culture of your business, so think hard about what you want to communicate and speak with enthusiasm.]

This is an excellent opportunity for a confident and enterprising Qualified Accountant or to rapidly expand their operational experience by taking hands-on control of the finance department, ensuring the business can plan effectively for future growth.